

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JULY 24, 2008

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS HASKELL	FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
O'CONNOR	WILLIAM LAMY, SUPERINTENDENT OF PUBLIC WORKS
THOMAS	FREDERICK H. MONROE, CHAIRMAN
CHAMPAGNE	KAREN PUTNEY, ADMINISTRATOR, FIRE PREVENTION AND
VANNESS	BUILDING CODE ENFORCEMENT
GIRARD	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
GOODSPEED	SERVICES
	JOAN SADY, CLERK, BOARD OF SUPERVISORS
	MICHAEL GATES, CAPTAIN, DEPARTMENT OF CORRECTIONS
	BUD YORK, SHERIFF
	SHANE ROSS, CHIEF DEPUTY
	WILLIAM MONTFORT, COMMISSIONER, BOARD OF ELECTIONS
	JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Haskell called the meeting of the County Facilities Committee to order at 11:10 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Thomas and carried unanimously to approve the minutes from the June 26, 2008 meeting, subject to correction by the Clerk of the Board.

Copies of the agenda were distributed to Committee members; a copy is also on file with the minutes.

Frank Morehouse, Superintendent of Buildings, distributed copies of a draft resolution provided by the County Attorney which would authorize a standardization of purchase contracts for particular types of exit devices, automatic door closers, flush valves and heat pumps for County-owned buildings for reasons of efficiency and economy, and would also authorize the inclusion of such standardized equipment in the specifications for the Health and Human Services Building (HHSB).

Mr. Haskell apprised that as per Mr. Morehouse's discussion with the HHSB Project engineers, the Committee could expect to receive more resolutions of this type because the goal was to maintain a minimal standardized inventory of items listed above.

Mr. Morehouse stated that because most of the spare parts on hand were being used, there would be a lower volume of parts in storage, which would be used for universal application.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the draft resolution as presented by Mr. Morehouse regarding standardization of certain types of devices, and the necessary resolution was authorized for the August 15, 2008 Board meeting. *A copy of the draft resolution is on file with the minutes.*

Mr. Haskell addressed the next agenda item; the removal of steel from the old jail. Mr. Haskell extended privilege of the floor to Michael Gates, Captain, of the Warren County Correctional Facility, who stated that he had reviewed various methods by which to remove the steel from the old jail. Negative reports were received from the studies, he said, due to the presence of asbestos in the lead paint coating the steel bars, which could cost \$1,000 per day to

remove. Mr. Gates advised that in the interim, the Mount McGregor Asbestos Abatement Team had used the old jail for asbestos extraction training purposes.

Mr. Gates apprised that he had contacted the appropriate parties to inquire about strategies to reduce asbestos removal costs and expected to receive a response in the near future. He added that in an effort to reduce or eliminate the cost he intended to contact other corrections facilities to determine if there was interest in using the old jail for asbestos extraction training.

Bud York, Sheriff, said that the State Department of Corrections had offered asbestos extraction training for County staff, as professional training had not been conducted. He added that if the State could help with the abatement, it would be beneficial to the County as the old jail could serve as the venue for the training.

Hal Payne, Commissioner of Administrative and Fiscal Services, raised the issue of new equipment to be tested by Warren County. He said that, according to Mr. Gates, the asbestos removal team already had equipment similar to a plasma torch; however, he said, it was much safer and every member of their team was trained to use the device. Mr. Payne added that it was used with a self-contained respirator system capable of cutting the steel bars, and the work could be accomplished as a training exercise. Mr. Gates asserted that lead paint abatement would not be an issue and the only remaining processes necessary would be to seal off the remainder of the building and to shut down the ventilation system in the jail portion of the facility.

Discussion ensued regarding the positive aspects of this strategy.

Sheriff York asked Mr. Payne if he had information regarding the removal and sale of the steel bars and Mr. Payne responded affirmatively.

Mr. Gates added that there were other valuable items to be removed from the jail such as the slide-gate mechanisms, motors, gears, toggle switches, and micro-relays which are very hard to find for other jail facilities of the same age. He stated one option would be to develop an RFP (Request for Proposal) for the removal of these items.

Discussion ensued.

Mr. Gates stated that he knew of at least three jails, including that of Sullivan County, who had a nearly identical system.

Mr. Haskell thanked Mr. Gates for his participation and effort, as well as his anticipated follow-through with Mr. Payne upon receipt of the additional information.

William Montfort, Commissioner, Board of Elections, informed the Committee of water entering the basement of the Municipal Center Building. He stated his concern regarding the risk of water damage to the voting machines and electronic equipment stored in that area and Mr. Payne responded that Buildings and Grounds were aware of the problem and the source of water entry would be investigated by maintenance staff.

Continuing with the New Business portion of the agenda, Mr. Morehouse presented a resolution request to establish a Capital Reserve Project for Elevator Repair, Municipal Center (No. H291.9550 280) in the amount of \$41,800.00. He explained that this project encompassed the safety collars for the elevators discussed at the previous Committee meeting.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to

establish a Capital Reserve Project in the amount of \$41,800 for elevator repairs with the source of funding to be the Rehabilitation of County Building Reserve, and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Regarding the RFP for the Elevator Maintenance & Repair Projects, Mr. Morehouse requested permission to accept the lowest bid and award the contract for elevator maintenance since the current maintenance contract expired in September of 2008.

Motion was made by Mr. Goodspeed, seconded by Mr. Girard and carried unanimously to accept the low bidder and authorize a contract for elevator repair and maintenance, and the necessary resolution was authorized for the August 15, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Morehouse advised that the agenda included a request for a transfer of funds in the amount of \$3,000 from Fleet Management - Automotive Equipment to Fleet Management - Auto Supplies, Repair, Gas and Oil.

Motion was made by Mr. Girard, seconded by Mr. Thomas and carried unanimously to approve the request for the transfer of funds as outlined above, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

The final item presented by Mr. Morehouse was a request for waiver of payment for building permit fees pertaining to the HHSB for which, he said, he was not certain if a resolution was necessary. Mr. Haskell asked if the Office of Building Code Enforcement had been apprised of this request and Karen Putney, Administrator, Fire Prevention and Building Code Enforcement, noted that when the jail was built there was no fee charged. She added that she was not certain if a resolution would be necessary.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed to approve the request to waive payment of building permit fees and to prepare the resolution, if deemed necessary, for the HHSB.

Mr. Payne reviewed the impact that construction would have on parking at the Municipal Center. He stated that approximately half of the lot in the area from the blue line would be unavailable for parking during construction and the loop road would be changed when excavation started.

Subsequent to his recent review of daily parking patterns, Mr. Payne reported 39 vehicles parked outside the blue line, there were 17 empty spaces in the front lot near the main entrance and approximately 30 empty spaces in front of the Court entrance. He asserted that a clear plan must be communicated to both staff and the public regarding parking for visitors to the County Clerk and Department of Motor Vehicles.

Mr. VanNess asked if parking spaces were available in the annex for use as temporary parking for the fleet cars and Mr. Morehouse apprised that he would email the Public Health staff asking for volunteers to park in the Public Safety Building lot. Mr. Payne asserted that this was only the beginning in terms of parking logistics and he would keep the Committee informed. In response to a question, if enough volunteers did not come forward, Mr. Payne said that Public Health staff would be asked to move their cars to alleviate parking issues.

Lastly, Mr. Payne said that the HHSB construction bids were released Thursday and were due back on August 11th to be voted on at the August 15th Board meeting. He noted that the groundbreaking for site work was expected to begin on September 2nd and he added that the final bid awards would be voted on at the October 2008 Board meeting.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. VanNess and seconded by Mr. Sokol, Mr. Haskell adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist